



AGENDA

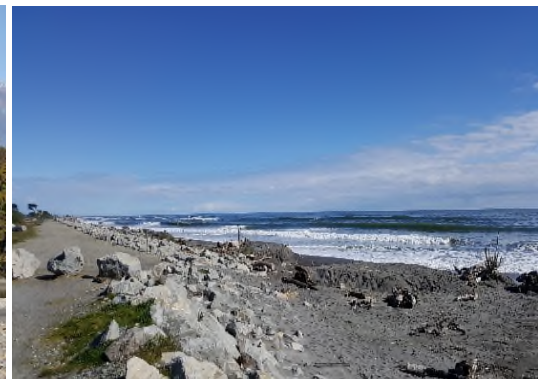
RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

Capital Projects and Tenders Committee

to be held on **Tuesday, 3rd August 2021** commencing at **3.00pm** in the Council Chambers, 36 Weld Street, Hokitika and via Zoom

Chairperson:	Deputy Mayor Carruthers	
Members:	His Worship the Mayor	Cr Paul Davidson
	Cr Anna Hart	Cr Ian Hartshorne
	Kw Francois Tumahai	Cr Paul Madgwick



In accordance with clause 25B of Schedule 7 of the Local Government Act 2002, members may attend the meeting by audio or audiovisual link.

Council Vision:

We work with the people of Westland to grow and protect our communities, our economy and our unique natural environment.

Purpose:

The Council is required to give effect to the purpose of local government as prescribed by section 10 of the Local Government Act 2002. That purpose is:

- (a) To enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) To promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

1. NGĀ WHAKAPAAHA APOLOGIES

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda, and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a member thinks they may have a conflict of interest, they can seek advice from the Chief Executive or the Group Manager: Corporate Services (preferably before the meeting). It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

3. NGĀ TAKE WHAWHATI TATA KĀORE I TE RĀRANGI TAKE URGENT ITEMS NOT ON THE AGENDA

Section 46A of the Local Government Official Information and Meetings Act 1987 states:

- (7) An item that is not on the agenda for a meeting may be dealt with at the meeting if –
 - (a) the local authority by resolution so decides, and
 - (b) the presiding member explains at the meeting at a time when it is open to the public, -
 - (i) the reason why the item is not on the agenda; and
 - (ii) the reason why the discussion of the item cannot be delayed until a subsequent meeting.
- (7A) Where an item is not on the agenda for a meeting, -
 - (a) that item may be discussed at the meeting if –
 - (i) that item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but

(b) No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

4. **NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS**

The Minutes of the previous meetings were circulated separately via Microsoft Teams.

- **Capital Projects and Tenders Committee Meeting Minutes – 2 February 2021**
- **Extraordinary Capital Projects and Tenders Committee Meeting Minutes – 11 March 2021**
- **Extraordinary Capital Projects and Tenders Committee Meeting Minutes – 16 April 2021**

5. **ACTION LIST** (Page 5)

6. **NGĀ TĀPAETANGA PRESENTATIONS**

- **Capital Projects at Westland District Council**
Scott Baxendale, Group Manager: District Assets, Westland District Council

7. **PŪRONGO KAIMAHI STAFF REPORTS**

- **Terms of Reference – Cycling and Walking Subcommittee** (Pages 6 - 13)
Simon Bastion, Chief Executive, Westland District Council
- **Terms of Reference - Hokitika Waste Water Treatment Plant Project Oversight Subcommittee** (Pages 14 - 20)
Simon Bastion, Chief Executive, Westland District Council

8. **KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI RESOLUTION TO GO INTO PUBLIC EXCLUDED**

(to consider and adopt confidential items)

Resolutions to exclude the public: Section 48, Local Government Official Information and Meetings Act 1987.

The general subject of the matters to be considered while the public are excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of the resolution are as follows:

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
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1.	Confidential Minutes – Capital Projects and Tenders Committee Meeting, 2 February 2021	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2.	Confidential Minutes – Extraordinary Capital Projects and Tenders Committee Meeting, 11 March 2021	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
3.	Confidential Minutes – Extraordinary Capital Projects and Tenders Committee Meeting, 16 April 2021	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

This resolution is made in reliance on sections 48(1)(a) and (d) of the Local Government Official Information and Meetings Act 1987 and the particular interests or interests protected by section 7 of that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public are as follows:

Item No.	Interest
1,2,3	Protect information where the making available of the information: (i) would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (Section 7(2) (b)).
1,2,3	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Section 7(2) (i)).
1,2,3	Prevent the disclosure or use of official information for improper gain or improper advantage (Section 7(2) (j)).

**DATE OF NEXT CAPITAL PROJECTS AND TENDERS MEETING – 2 NOVEMBER 2021
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

03.08.21 - CAPITAL PROJECTS AND TENDERS COMMITTEE – ACTION LISTING

Date		COMPLETED IN PROGRESS OVERDUE	Item	Action Required	Status	Lead Officer
1	11.02.20		Establish a WCWT Trail Sub-Committee	Report to Council to dissolve the Westland Wilderness Trust	<p>Meeting with GDC & Trustees arranged to dissolve the trust.</p> <p>Meeting held on the 25.02.21 – Adopted the resolution to wind up the committee. Letter sent to Audit New Zealand – Completed.</p> <p>Completed - Final Meeting Minutes to be confirmed at today's Committee Meeting 03.08.21.</p>	Chief Executive
2	02.02.21		Advert for Old Christchurch Road. Road Closure	District Assets to confirm that the public notice that was placed in the Hokitika Guardian regarding the road closure for the Old Christchurch Road was correct.	<p>The advert was checked and confirmed as correct.</p> <p>Completed - To be removed from the action list.</p>	Group Manager: District Assets

Report to Committee



DATE: 3 August 2021

TO: Capital Projects and Tenders Committee

FROM: Chief Executive

TERMS OF REFERENCE – CYCLING AND WALKING SUBCOMMITTEE

1. Summary

- 1.1. The purpose of this report is for the Committee to adopt the Terms of Reference (ToR) and appointment of members for the Cycling and Walking Subcommittee.
- 1.2. This issue arises from a report tabled at the West Coast Wilderness Trail Subcommittee on the 13 July 2021.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that the Committee adopt the change of name of the subcommittee, including the ToR attached at Appendix 1, and approve the additional membership to the subcommittee.

2. Background

- 2.1 The reason the report has come before the Committee is due to the need to increase the scope of the role of the subcommittee to ensure that stakeholders are represented to oversee the Governance of the West Coast Wilderness Trail and incorporate stakeholders in cycling and walking activities within the Westland District.

3. Current Situation

- 3.1. The current situation is that the amended ToR for the Cycling and Walking Subcommittee must be adopted by the Capital Projects and Tenders Committee. In the ToR, the names of appointed members must be stated.

4. Options

- 4.1. Option 1: Endorse the change of name of the subcommittee, and include the following additional representation as follows:
 - Walking Access NZ District representative
 - Westland Mountain Bike Club representative.
- 4.2. Option 2: Request further changes to the ToR and appointees.

4.3. Option 3: Not endorse the proposed change of name.

5. Risk Analysis

5.1. Risk has been considered and no risks have been identified.

6. Health and Safety

6.1. Health and Safety has been considered and no items have been identified.

7. Significance and Engagement

7.1. The level of significance is minor as it is administrative in nature, and is therefore assessed as being of low significance.

7.2. Public consultation was completed as part of the 2021-2031 Long Term Plan submissions, whereby a large contingent of the Westland Mountain Bike Club members supported a number of future projects not linked to the West Coast Wilderness Trail.

7.3. Further public community engagement is not considered necessary.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – Endorse the change of name to the Cycling and Walking Subcommittee and include the additional membership to the Subcommittee as noted.

8.2. Option 2 – Request further changes to the ToR and appointees.

8.3. Option 3 – Not endorse the proposed change.

8.4. There are no financial implications to Option 1.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1.

9.2. The reason that Option 1 has been identified as the preferred option is that this will enable the Cycling and Walking Subcommittee to continue overseeing the governance of the West Coast Wilderness Trail, and provide an avenue to review additional enhancements to cycling and walking within the District. This will enable Council to work with key stakeholder groups in a formal committee structure, and provide the future direction and priorities of the subcommittee. The subcommittee will work closely with Council staff to ensure that the Asset Management Plans meet the overall objectives of Council.

10. Recommendation(s)

10.1. That the report be received.

10.2. That the Capital Projects and Tenders Committee adopt the change of name of the subcommittee to the Cycling and Walking Subcommittee, adopt the amended Terms of Reference, including the additional membership as noted below:

Current:

- Chairperson (WDC appointed representative and appointed by the Chair of the Capital Projects and Tenders Committee)
- Iwi Representation
- Ex-Officio – Mayor
- Grey District Council Representative

- Chair - West Coast Wilderness Trail Trust
- Trail Manager - West Coast Wilderness Trail Trust
- Trustpower Representative
- Department of Conservation – Hokitika Operations Manager (or representative)

Additional:


- **Walking Access NZ District representative**
- **Westland Mountain Bike Club representative.**

Simon Bastion
Chief Executive

Appendix 1: Amended Terms of Reference – Cycling and Walking Subcommittee

TERMS OF REFERENCE

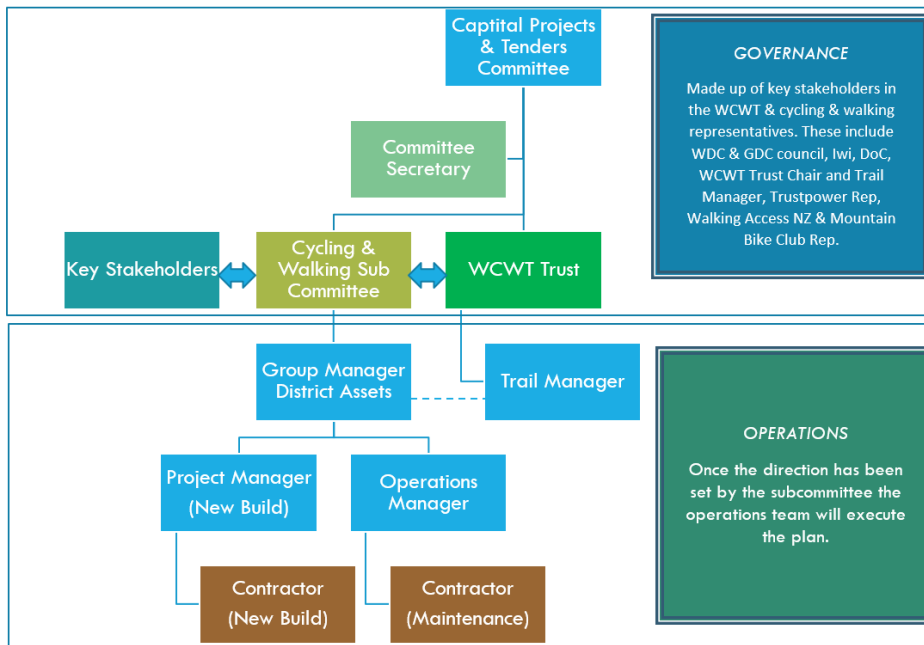
West Coast Wilderness Trail Cycling and Walking Subcommittee

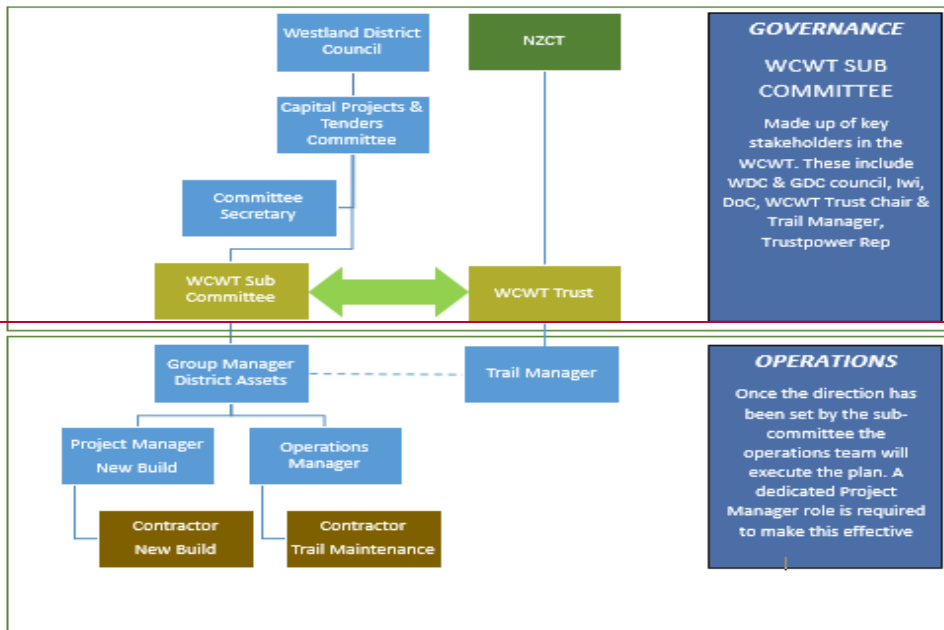
	Authorising Body	Mayor / Council
	Status	Subcommittee of Capital Project and Tenders Committee
	Title	<u>West Coast Wilderness Trail Cycling & Walking Subcommittee</u>
	Approval Date	
	Administrative Support	Chief Executive Office

Purpose

The purpose of the West Coast Wilderness Trail Cycling & Walking Subcommittee is to oversee the Governance of the West Coast Wilderness Trail and incorporate stakeholders in cycling and walking activities within Westland District. The makeup of the Subcommittee is to ensure stakeholders are represented to provide guidance on the future strategies of the trail in relation to Cycling and Walking.

Walking & Cycling Governance Structure





Responsibility

The West Coast Wilderness Trail Cycling & Walking Subcommittee is responsible for the following:

- Defining the overall Strategic Plan for the West Coast Wilderness Trail (WCWT);
- Ownership of the development and maintenance of the WCWT Cycling & Walking Asset Management Plan;
- Defining the priority projects with the Cycling & Walking WCWT Asset Management Plan;
- Reviewing and defining financial sustainability of each proposal;
- Ensuring the prioritisation of projects reflects the community/user needs;
- Supports the NZ Cycle Trail Nga Haerenga network program and strategy and meet the criteria set by Major Great Rides NZ;
- Working closely with all key stakeholders of the WCWT & other stakeholder organisations;
- Supporting Funding applications as applicable.

In connection with each Project, the Subcommittee shall receive regular reports from management containing such information it deems relevant to fulfil its mandate, including but not limited to information concerning:

- Project timetable, critical path events and progress to completion

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- Major project milestones, including variance analysis and mitigation strategies
- Key issues or disputes and proposed mitigation strategies
- Project budget updates, showing actual expenditures versus budget, use of contingencies and projected final expenditures
- Assist with bridging project barriers outside the influence of staff

Report to the Capital Projects and Tenders Committee on a regular basis to provide updates as required.

DELEGATIONS TO THE COMMITTEE:

The ~~West Coast Wilderness Trail~~Cycling & Walking Subcommittee shall have the following delegated powers and be accountable to Council for the exercising of these powers. In exercising the delegated powers, the Subcommittee will operate within:

- Policies, plans, standards or guidelines that have been established and approved by Council;
- The overall priorities of Council;
- The needs of Iwi and the local communities; and
- The approved budgets for the activity.

The ~~West Coast Wilderness Trail~~Cycling & Walking Subcommittee shall have delegated authority to:

- Power to co-opt other members as appropriate
- All powers necessary to perform the Subcommittee's responsibilities except:
 - Powers that the Council cannot legally delegate or has retained for itself
 - Where the Committee's responsibility is limited to making a recommendation only
 - Deciding significant matters for which there is high public interest and which are controversial
 - The commissioning of reports on new policy where that policy programme of work has not been approved by the Council

Power to Delegate

The ~~West Coast Wilderness Trail~~Cycling & Walking Subcommittee may not delegate any of its responsibilities, duties or powers.

Membership

The ~~West Coast Wilderness Trail~~Cycling & Walking Subcommittee will comprise the following, one of which will be the chairperson:

Chairperson (WDC appointed representative and appointed by the Chair of the Capital Projects and Tenders Committee)
 Iwi Representatives
 Ex-Officio – Mayor
 Grey District Council Representative
 Chair - West Coast Wilderness Trail Trust
 Trail Manager - West Coast Wilderness Trail Trust
 Trustpower Representative
 Department of Conservation – Hokitika Operations Manager (or representative)
Walking Access NZ District Representative

Westland Mountain Bike Club Representative

Chairperson

The Chairperson is responsible for:

- The efficient functioning of the Subcommittee;
- Setting the agenda for Subcommittee meetings in conjunction with the Chief Executive Officer; and
- Ensuring that all members of the Subcommittee receive sufficient timely information to enable them to be effective Committee members.

The Chairperson will be the link between the Subcommittee and Council staff.

The Chair appointment will be reviewed and appointed following the selection of Councillors at each new Triennium.

Quorum

The quorum at any meeting of the Subcommittee shall be Chairperson and any two ~~three~~ members.

Frequency of Meetings

The Committee shall meet as required but not less than quarterly.

Relationships with Other Parties

The Chief Executive is responsible for servicing and providing support to the Subcommittee in the completion of its duties and responsibilities. The Chief Executive shall assign council staff as required to provide these functions on his/her behalf.

The Chairperson may request the Chief Executive, staff in attendance, and all other parties other than Council Representatives the Trail Manager of the WCWT Trust and staff in attendance to leave the meeting for the duration of the discussion. The Chairperson will provide minutes for that part of the meeting.

The Subcommittee acknowledges that Waka Kotahi (NZTA) are a major stakeholder in the outcomes of the WCWT and plays an important part in aspects of the trail that impact on NZTA assets and rider safety. Whilst they do not form part of the membership of the Subcommittee that will be consulted on any aspect of the committees work that they will be impacted on.

The Subcommittee also recognises the role the Ministry of Business, Innovation and Employment (MBIE) plays in their role with Major Great Rides. Not only are they a provider of funding but also ensure the overall performance and health of the trail is maintained and were possible improved. The Subcommittee will seek support for the strategy and direction of the trail through MBIE on a regular basis or as stipulated in formal agreements.

Contacts with Media and Outside Agencies

The Subcommittee Chairperson is the authorised spokesperson for the Subcommittee in all matters where the Committee has authority or a particular interest.

Subcommittee members, including the Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the Subcommittee's delegations.

The Chief Executive will manage the formal communications between the Subcommittee and its constituents and for the Committee in the exercise of its business. Correspondence with central government, other local government agencies or other official agencies will only take place through Council staff and will be undertaken under the name of the District Council.

Conduct of Affairs

The Subcommittee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968, Council's Standing Orders and Code of Conduct.

Public Access and Reporting

Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders, but it should be noted that:

- Workshop meetings solely for information and discussions and at which no resolutions or decisions are made may be held in accordance with Standing Orders.
- Extraordinary meetings of the Subcommittee must be held in accordance with Standing Orders.

The public may be excluded from the whole or part of the proceedings of the meeting and information withheld on one or more of the grounds specified in s.48 of the Local Government Official Information and Meetings Act 1987.

The Subcommittee shall record minutes of all its proceedings.

**The Terms of Reference were adopted by the
~~West Coast Wilderness Trail Capital Projects and Tenders Committee~~
Subcommittee on the XX XXX 2021~~0~~.**

Report to Committee



DATE: 3 August 2021

TO: Capital Projects and Tenders Committee

FROM: Chief Executive

TERMS OF REFERENCE – HOKITIKA WASTE WATER TREATMENT PLANT PROJECT OVERSIGHT SUBCOMMITTEE

1. Summary

- 1.1. The purpose of this report is for the Committee to adopt the Terms of Reference (ToR) and appointment of members for the Hokitika Waste Water Treatment Plant Project Oversight Subcommittee.
- 1.2. This issue arises from a report tabled at the Ordinary Council meeting held on the 27 May 2021 where the ToR for the subcommittee were adopted by Council.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that the Committee adopt the ToR for the Hokitika Waste Water Treatment Plant Project Oversight Subcommittee attached as Appendix 1 to this report.

2. Background

- 2.1 The reason the report has come before the Committee is that a subcommittee was established to oversee the governance of the Hokitika WWTP Project. The subcommittee honours the Memorandum of Understanding between Council and Poutini Ngāi (Kāi) Tahu in an equal partnership to support significant issues and projects within the Westland District Council boundary.

3. Current Situation

- 3.1 The current situation is that Council resolved on the 29 April 2021 to engage and consult with Iwi as part of the establishment of the Hokitika WWTP Project Oversight Subcommittee. Consultation with Iwi was undertaken and accordingly the ToR for the subcommittee was adopted by the Council on the 27 May 2021.

4. Options

- 4.1. Option 1: Adopt the ToR and confirm the appointments to the subcommittee.
- 4.2. Option 2: Request further changes to the ToR and appointments to the subcommittee.
- 4.3. Option 3: Do not adopt the ToR.

5. Risk Analysis

- 5.1. Risk has been considered and no risks have been identified.

6. Health and Safety

- 6.1. Health and Safety has been considered and no items have been identified.

7. Significance and Engagement

- 7.1. The level of significance is minor as it is administrative in nature, and is therefore assessed as being of low significance.
- 7.2. No public consultation is considered necessary as the public will be made aware of any administrative changes via this report and attachments, and information will be available on the Council Website.

8. Assessment of Options (including Financial Considerations)

- 8.1 Option 1 is the preferred option which is to adopt the ToR for the subcommittee.
- 8.2 Option 2 is not the preferred option.
- 8.3 Option 3 is for Committee to determine.
- 8.4 The financial considerations have been considered. Councillors only receive a payment for Chairing a Committee of Council and not a subcommittee. Remuneration for Iwi representatives will be set at \$250.00 per meeting. A Koha will also be offered for utilisation of the Arahura Marae (when hosting). Both these items are unbudgeted.
- 8.5 The meeting fee has been determined using the Cabinet Fees Framework, as defined for "Group 4 - Other Committees and Other bodies" While this framework specifically applies to payment of fees of members of statutory and other bodies in which the Crown has an interest, using this framework enables Council to determine appropriate fees for members of a committee, not covered by the Remuneration Authority, as weighted against the following factor categories, skills, knowledge and experience, function, level, scope and authority, complexity of issues, and, public interest and profile.

9. Preferred Option(s) and Reasons

- 9.1. The preferred option is Option 1.
- 9.2. The reason that Option 1 has been identified as the preferred option is that the establishment of the subcommittee would become more streamlined and reporting would become more efficient for both elected members and staff. This will also ensure that Council honour the commitment made when the MoU was signed, with having Iwi as a partner in the decision making process for significant issues.

10. Recommendation(s)

10.1 That the report be received.

10.2 That the Capital Projects and Tenders Committee adopt the Terms of Reference, including the membership for the Hokitika Waste Water Treatment Plant Project Oversight Subcommittee.


10.3 That the Hokitika Waste Water Treatment Plant Project Oversight Subcommittee adopt the Terms of Reference at their meeting on the 4 August 2021.

Simon Bastion
Chief Executive

Appendix 1: Terms of Reference – Hokitika Waste Water Treatment Project Oversight Subcommittee

TERMS OF REFERENCE

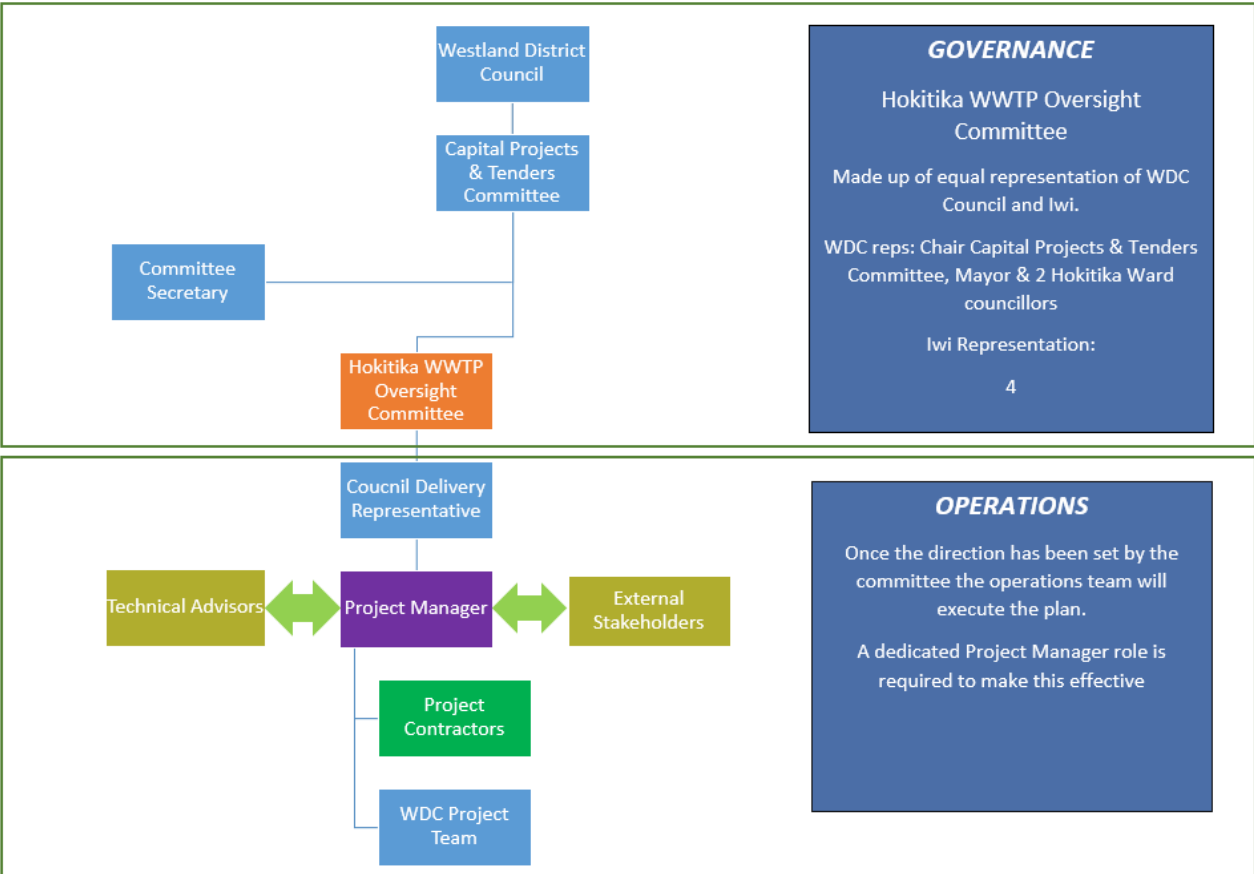
Hokitika Waste Water Treatment Plant Project Oversight Subcommittee

	Authorising Body	Mayor / Council
	Status	Subcommittee of the Capital Projects and Tenders Committee
	Title	Hokitika Waste Water Treatment Plant Project Oversight Subcommittee
	Approval Date	27 May 2021
	Term of the Subcommittee	Until the end of the Triennium
	Administrative Support	Chief Executive Office
	Quorum	The Chairperson and any two members.

Purpose

The purpose of the Hokitika Waste Water Treatment Plant (WWTP) Project Oversight Subcommittee is to oversee the Governance of the Hokitika Waste Water Treatment Plant Project. This Subcommittee honours the MOU between Westland District Council (EDC) and Poutini Ngāi (Kāi) Tahu in an equal partnership to support significant issues and projects within the WDC boundary. The makeup of the Subcommittee represents an equal partnership is to ensure stakeholders are represented to provide guidance on the strategy of the project.

Hokitika Waste Water Treatment Plant Governance & Reporting Structure



Responsibility

The Hokitika WWTP Project Oversight Subcommittee is responsible for the following:

- Defining the overall objectives and values of the Hokitika WWTP project.
- The contribution each proposal would have towards achieving the objectives.
- Financial sustainability of each proposal.
- Ensuring the prioritisation of projects reflects community needs.
- Working closely with all key stakeholders of the project.

In connection with the project, the Subcommittee shall receive regular reports from project management containing such information it deems relevant to fulfil its mandate, including but not limited to information concerning:

- Project timetable, critical path events and progress to completion.
- Major project milestones, including variance analysis and mitigation strategies.
- Key issues or disputes and proposed mitigation strategies.
- Project budget updates, showing actual expenditures versus budget, use of contingencies and projected final expenditures.
- Assist with bridging project barriers outside the influence of staff.

Report to the Capital Projects and Tenders Committee via the Council delivery representative on a regular basis to provide updates as required.

DELEGATIONS TO THE SUBCOMMITTEE:

The Hokitika WWTP Project Oversight Subcommittee will have the following delegated powers and be accountable to Council for the exercising of these powers. In exercising the delegated powers, the Subcommittee will operate within:

- Policies, plans, standards or guidelines that have been established and approved by Council;
- The overall priorities of Council;
- The needs of Iwi and the local communities; and
- The approved budgets for the activity.

The Hokitika WWTP Project Oversight Subcommittee will have delegated authority to:

- Define the overall objectives and values of the Hokitika WWTP project.
- Power to co-opt technical advice as appropriate.
- All powers necessary to perform the Subcommittee's responsibilities except:
 - Powers that the Council cannot legally delegate or has retained for itself.
 - Where the Subcommittee's responsibility is limited to making a recommendation only.
 - Deciding significant matters for which there is high public interest and which are controversial.
 - The commissioning of reports on new policy where that policy programme of work has not been approved by the Council.

Power to Delegate

The Hokitika WWTP Project Oversight Subcommittee may not delegate any of its responsibilities, duties or powers.

Membership

The Hokitika WWTP Project Oversight Subcommittee will comprise the following, one of which will be the chairperson:

- Chairperson (Chair of the Capital Projects and Tenders Committee)
- Ex-Officio – Mayor
- Iwi Representatives x 4
- Hokitika Ward District Council Representative x 2

Chairperson

The Chairperson is responsible for:

- The efficient functioning of the Oversight Subcommittee;
- Setting the agenda for Oversight Subcommittee meetings in conjunction with the Chief Executive; and
- Ensuring that all members of the Oversight Subcommittee receive sufficient timely information to enable them to be effective Committee members.

The Chairperson will be the link between the Oversight Subcommittee and Council staff.

The Chair appointment will be reviewed and appointed following the selection of Councillors at each new Triennium.

Remuneration

Remuneration for iwi representatives will be \$250.00 per meeting and be funded by Westland District Council. A Koha will also be offered for utilisation of the Arahura Marae (when hosting).

Quorum

The quorum at any meeting of the Oversight Subcommittee shall be the Chairperson and any two members.

Frequency of Meetings

The Oversight Subcommittee shall meet as required but not less than quarterly. Every alternative meeting will be hosted by Arahura Marae.

Relationships with Other Parties

- The Chief Executive is responsible for servicing and providing support to the Subcommittee in the completion of its duties and responsibilities. The Chief Executive shall assign council staff as required to provide these functions on his/her behalf.
- The Chairperson may request the Chief Executive and staff in attendance to leave the meeting for the duration of the discussion. The Chairperson will provide minutes for that part of the meeting.
- The Oversight Subcommittee acknowledges that there are a number of external stakeholders interested in the outcome of the project and whilst they do not form part of the membership of the Oversight Subcommittee they will be consulted on any aspect of the Subcommittee's work that they will be impacted by.

Contacts with Media and Outside Agencies

- The Oversight Subcommittee Chairperson is the authorised spokesperson for the Oversight Subcommittee in all matters where the Oversight Subcommittee has authority or a particular interest.
- Oversight Subcommittee members, including the Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the Oversight Subcommittee's delegations.

- The Chief Executive will manage the formal communications between the Oversight Subcommittee and its constituents and for the Oversight Subcommittee in the exercise of its business. Correspondence with central government, other local government agencies or other official agencies will only take place through Council staff and will be undertaken under the name of the District Council.

Conduct of Affairs

The Oversight Subcommittee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968, Council's Standing Orders and Code of Conduct.

Public Access and Reporting

Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders, but it should be noted that:

- Workshop meetings solely for information and discussions and at which no resolutions or decisions are made may be held in accordance with Standing Orders.
- Extraordinary meetings of the Oversight Subcommittee must be held in accordance with Standing Orders.

The public may be excluded from the whole or part of the proceedings of the meeting and information withheld on one or more of the grounds specified in s.48 of the Local Government Official Information and Meetings Act 1987.

The Oversight Subcommittee shall record minutes of all its proceedings.

**The Terms of Reference were adopted by the
Hokitika WWTP Project Oversight Subcommittee on the XX XXX 2021.**